

**Homeland Security Grant Program**  
**Delaware Homeland Security Terrorism Preparedness Working Group**  
**Meeting Minutes**

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**May 8, 2017**

**Call To Order**

- A. DEMA Director A.J. Schall convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:00 p.m., in the Delaware Emergency Management Agency (DEMA) James E. Turner, III Educational Center. The following documents were provided to all meeting participants:
  - 1) Meeting Notice & Agenda
  - 2) DHSTPWG Meeting Minutes, March 13, 2017
  - 3) Training and Exercise Subcommittee Meeting Minutes, March 1 and April 4, 2017
- B. Minutes from the March 13, 2017 meeting were reviewed and approved. **(Motion Approved: Joseph Hughes; Second: Allen Metheny– Passed Unanimously)**

**1. Old Business**

- A. **Training and Exercise Subcommittee** – (Robert Newnam, Chairman)

Director Newnam briefed copies of the minutes that were provided to the Working Group. No actions were needed to be taken by the Working Group. Many exercises and trainings were coming up in the next few months. Director Newnam said that certain exercises were being chosen to be more closely reviewed rather than having a high-level overview of all of them. It was asked if corrective actions from exercises were being tracked to ensure exercise findings were being implemented. Director Newnam ensured the Working Group that they are.

- B. **2015 Homeland Security Grant Status**

Ms. Hupp spoke about the FY15 grant status and said that the grant only has approximately 15% left in it, outside of obligated sub-grants. FY16 is off to a great start, with 25% of that spent, although a large portion of that is the establishment of sub-grants. Ms. Hupp reminded everyone to get their sub-grant applications in before June.

There was a reallocation request from New Castle County EMA. The request was due to cost savings from their FY15 Flood Protection Project. They asked to use the remaining funds towards an ID Card System for multiple users as well as a lamination kit. The reallocation will cover a portion of the funding, however New Castle County has

identified other funding to fill the gap. (**Motion-Robert Newnam, Second-Allen Metheny.**)

3) **New Business**

A. **Director Comments**

Director Schall congratulated Christopher Murtha on being promoted to Deputy Director of the agency after serving as both a trainer and the supervisor of the Terrorism Preparedness Section, in addition to an honorable military and fire service career.

The director stated that the NOFO for FY17 is expected in 2-3 weeks due to the passing of the continuing resolution that guaranteed government funding; however, that timeframe cannot be guaranteed. Regardless, this will be an incredibly short turnaround time to actually get the application finished and submitted. He thanked the disciplines for having their submissions into their planners to the IJ could be built while we continue to await the NOFO release.

The HSAC Executive Order is being revised by DEMA currently in an effort to more closely align their mission with that of the Working Group. They will be doing a high level review of the project submissions for FY17 to ensure the projects address the threats identified by the HSAC.

Finally, Director Schall stated that agencies need to begin to find additional funding sources for the HSGP projects. As funding will continue to diminish, projects that are currently 100% funded by this grant will be in jeopardy of not being sustained.

B. **Discussion**

There was no further discussion

4) **Next Meeting** – The next meeting is scheduled for June 12, 2017 at 1:00 p.m. at DEMA.

5) Meeting was adjourned; **Motion-Robert Newnam, Second-Allen Metheny.**

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Minutes approved by DEMA Director

A.J. Schall, Jr.

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachment: Attendance Roster

MEETING ATTENDANCE ROSTER	
Name	Agency
A.J. Schall, Jr.	Chairman
Allen Metheny	Co-Chairman, DVFA
Amy Anthony	DE Division of Motor Vehicles
Jamie Bethard	DNREC, Division of Waste & Hazardous Substances
David Carpenter	New Castle County EMA
Dwayne Day	DeIDOT
Sandra Ennis-Alexander	DTI
Joseph Hughes	League of Local Government
Mei Johnson	Citizen Corps
Marny McLee	Citizen Corps
David Mick	Kent County Public Safety
Robert Newnam	Delaware State Fire School
Suzanne Raab-Long	Delaware Healthcare Association
Robert Schoonover	Sussex County EMS
Tim Sexton	Division of Public Health
Kevin Sipple	Kent County Public Safety
Lisa Tanielian	DDA
Harvey Velott	DSP
<b>Working Group Guest</b>	
Isabella Kaplan	DTI
<b>Delaware Emergency Management Agency Staff</b>	
Shaun Diggs	Terrorism Preparedness/Purchaser
Paige Fitzgerald	Terrorism Preparedness Planner
Renee Hupp	Terrorism Preparedness Planner
Tony Lee	Principal Planner
Devon Stover	Management Analyst
Mark Rieley	Management Analyst